



**TOWN OF WALPOLE
ZONING BOARD OF APPEALS**

Town Hall
135 School Street
Walpole, MA 02081
Phone: (508) 660-7250
Fax: (508) 668-2071

REQUIREMENTS FOR FILING APPLICATION
WITH TOWN CLERK AND BOARD OF APPEALS

The requirements listed below must be complied with before filing an application with the Board of Appeals:

1. An abutters list and two (2) sets of mailing labels from the Assessors must be filed with the application (request form enclosed).
2. Ten (10) copies of a drawing to scale showing: property lines and dimensions; names of streets; zoning district; north point; location of all existing and proposed buildings and their percentage of lot coverage; present use of property; names of owners and location of buildings on abutting property and their distance from buildings on the petitioner's property; required parking (if any); entrance; exits; driveways, etc. pertinent to the request, shall be shown; all proposed changes must be shown in red. Plans must be certified by a Registered Land Surveyor.

It shall be the responsibility of the applicant when submitting either plans or record or informational drawings to the Zoning Board of Appeals to ensure that said plans and drawings are up-to-date. The date of issue shall be affixed to the sheet and be clearly identified in the title box or in the lower right hand corner of the sheet. If subsequent revisions are made, the date and description thereof shall likewise appear above the issue date in the title box or in the lower right hand corner of the sheet. Each revision shall be numbered consecutively in ascending order, and clearly described in the title box and the revision number shown in the location(s) on the sheet where a change or changes have been made.

It may be advisable for applicants submitting plans relating to large undeveloped tracts of land to include existing and proposed topographical data and drainage provisions.

3. One original and nine (9) copies of the application, which is to be signed by the owner (or if by a representative, evidence of such consent is to be filed), the applicant, and the Zoning Enforcement Officer.
4. Describe clearly and in detail the relief requested from the Board of Appeals (include appropriate section from the Zoning Bylaws).
5. Include one (1) electronic copy of application and plans.

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TOWN OF WALPOLE

6. The filing fee (see Fee Schedule) must be paid to the Secretary of the Board of Appeals before the application is filed with the Town Clerk. Please make your check payable to the Town of Walpole.
7. A check made payable to **GateHouse Media MA** in the amount of **\$55**, for legal advertisement, must be submitted with the application.
8. Application will be time-stamped by the Town Clerk when the above requirements have been complied with. The applicant will then file the application with the Board of Appeals.



ZBA APPLICANT CHECK LIST

- PLEASE INCLUDE CHECKLIST WITH YOUR APPLICATION PACKAGE

1. APPLICATION :	
A. SIGNED BY:	
- owner	
- applicant	
- Zoning Enforcement Officer	
B. Include Bylaw Section	
C. <u>Describe in detail requested relief</u>	
D. For Variance request fill out <u>Findings of Fact Sheet</u> (in packet)	
2. DRAWING TO SCALE Ten (10) Copies	
A. Registered Land Surveyor Stamped Certified Plan	
B. Names of streets	
C. North point	
D. Zoning district	
E. Property lines and dimensions	
F. Location of existing buildings	
G. Percentage of lot coverage of existing and proposed structures	
H. Present use of property	
I. Location of proposed structure(s)	
J. Chart indicating required dimensions and proposed dimensions	
K. Names of owners of abutting properties	
L. Location of abutting property buildings	
M. Entrances, exits, driveways to be shown on plan	
N. Distance of abutting buildings to petitioner's property	
O. Required parking (if any)	
P. All changes must be shown in RED	
Q. For undeveloped property or increase in impervious area – show drainage provisions	
R. For Variance requests – show topography (and soil condition if pertinent) of lot	
S. Show date of plan on lower right hand corner	
T. Date of revisions to be added above issue date	
3. PROFESSIONAL Stamped Signed ARCHITECTURAL DRAWINGS for new construction showing dimensions and structural detail	
4. ABUTTER'S LIST (includes two (2) sets of mailing labels)	
5. CHECKS: (to be submitted with application to Zoning Board of Appeals Office)	
A. Application fee made payable to Town of Walpole (see Fee Schedule in packet)	
B. \$55 made payable to GateHouse Media MA for Legal Advertisement	
6. ONE (1) ELECTRONIC COPY of entire Application Package	



Fee _____

TOWN OF WALPOLE - ZONING BOARD OF APPEALS

APPLICATION FOR HEARING

Name of Applicant: _____ Date: _____

Address: _____ Tel. No. _____

Location of property involved: _____

Previous B/A Decision - Case # _____ Date: _____

Assessors Lot No. _____ Zoning District: _____

This application - (fill out the appropriate request(s) below):

1. Request a **SPECIAL PERMIT** under Section _____ of the Zoning By-Laws to allow _____

2. Request a **VARIANCE** from Section _____ of the Zoning By-Laws to allow _____

3. Is an **APPEAL** from action taken by Building Inspector or other administrative official
_____ with respect to _____
(Name of official) (Describe)

4. Request a **COMPREHENSIVE PERMIT** pursuant to Massachusetts General Laws, Chapter 40B, Section 20 through 23, as amended, to allow _____

5. Request for a **DETERMINATION:** _____
- _____

In the event of a lengthy application, please attach additional sheets to this application.

Signature of Zoning Enforcement Officer

Signature of Owner of Property

Signature of Applicant

Address of Owner

Relationship to property involved

PLEASE NOTE:

THE APPLICANT IS ADVISED THAT WHILE THE BOARD STAFF MAY ASSIST ON PROCEDURAL MATTERS, **NO LEGAL OR OTHER ADVICE SHALL BE GIVEN. IT IS THE RESPONSIBILITY OF THE APPLICANT** TO DETERMINE THE CHAPTER AND SECTION NECESSARY FOR THE APPLICATION TO BE ACCURATE. OTHERWISE, THE APPLICANT MUST LOOK TO THEIR OWN ATTORNEYS OR OTHER ADVISORS IN THIS REGARD.

These findings must be filled out by the applicant
Request for Findings of Fact regarding a Variance application.

Variances from the terms of this Bylaw may be granted where the Board of appeals specifically finds that owing to the circumstances listed below, relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent of purpose of the Bylaw. All four criteria must be met:

- (a) The following circumstances relating to the soil conditions, shape or topography specifically affect the land and/or structure(s) in question but do not generally affect the zoning district in which it is located.

- (b) A literal enforcement of the provisions of this Bylaw would involve substantial hardship, financial or otherwise, to the petitioner for the following reasons:

- (c) Desirable relief may be granted without substantial detriment to the public good:

- (d) Desirable relief may be granted without nullifying or substantially derogating from the intent and purpose of this Bylaw:

REQUEST FOR ABUTTERS LIST

ZONING BOARD OF APPEALS

DATE: _____

TO: Board of Assessors

I request abutters list (locus 300 feet) for the Zoning Board of Appeals.

NAME OF APPLICANT: _____

ADDRESS: _____

TELEPHONE: _____

LOCATION OF PROPERTY: _____

I understand that I am to pay a fee of **\$1.50** per abutter, to the Board of Assessors for this list.

The following items are included in this package:

- Abutters Request Form
- Abutters List
- 2 Sets of Mailing Labels

The entire package must be submitted to the Zoning Board of Appeals when applying for a Hearing.



TOWN OF WALPOLE

BOARD OF APPEALS

FEE SCHEDULE

1.	Special Permit	\$ 200/request (\$ 600 max./application)
	For Earth Removal & Fill (S.5-D or S.5-E).....	\$200.00
	For Flood Plain (s.11)	\$200.00
	For WRPOD (s. 12)	\$200.00
2.	Variance (except #6 below).....	\$ 200/request (\$ 600 max./application)
3.	Appeals.....	\$100
4.	Comprehensive Permit.....	\$2500 + Engineering Fees + Legal Fees
5.	Request for determination.....	\$100/request
6.	Board decision reviews.....	\$50

The above fees do not include the Registry of Deeds fee for recording the Variance or Permit.

A check in the amount of **\$55** should be made payable to the **GateHouse Media MA** for legal advertising.

This schedule was approved by the Board of Appeals on August 4, 2004 and amends the Fee Schedule of April 1, 1998, October 12, 1984, June 2, 1989, March 12, 1992, August 26, 1997 and August 26, 2004 and becomes effective on **November 12, 2014**.

Filed with the Town Clerk on November 25, 2014.